

How to Request a Student Card from the Student Record

1. The first step is to go to the Student Record:
<https://students.viu.ca/SRS/mystudentrecord.htm>
2. Then login with your Student Number and Student Record Password

3. Once logged in, click on "Personal Information" from the navigation menu, then click on "Self-Service Photo ID"

4. On the Photo ID page complete the form by:
 - Selecting a photo
 - Answering if you live on VIU residence

- Selecting the campus you can go to pick the card up
- Clicking Submit

The screenshot shows the 'My Student Record' page on the VIU website. The page includes a navigation menu on the left and a main content area. The main content area is titled 'My Student Record' and contains a 'Directions' section with 'Photo Requirements' and 'To obtain your VIU student ID card you need to bring with you:'. A 'Sample Photo' is shown. Below this is a 'New Photo' form with fields for 'Student Number', 'Upload Image', 'Living in Residence', and 'ID Card'. Red arrows and text labels indicate the following steps:

- Step 3: Select a Photo**: Points to the 'Upload Image' field.
- Step 4**: Points to the 'Living in Residence' radio buttons.
- Step 5: Select your campus**: Points to the 'ID Card' dropdown menu.
- Step 6: Submit**: Points to the 'Submit' button.

5. Once submitted you are good to go. You will receive an email when it is ready to pick up
 - It needs to be picked up from the library of the campus selected earlier
 - Please carry at least 2 Photo ID while picking it up
 - Your photo may be rejected if it does not meet the requirements, in this case a new photo needs to be uploaded in the same way